



AMENDED
JOB POSTING

Manager 1, Human Resources
UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT EXPIRES SEPTEMBER 30, 2017)

As a result of a Civil Service Commission decision on April 17, 2013, the positions for Interim Appointment within the Sandy Recovery Division have been reallocated to the Unclassified Service. As such, all Interim Appointment job postings related to this division will be unclassified appointments.

NOTE: Candidates who previously applied for these positions and remain interested in Unclassified Appointments, need not reapply.

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking Manager 1, Human resources to serve in the Sandy Recovery Division. A new division is to begin operations immediately and expected to remain operational through, and not to exceed, September 30, 2017.

POSTING NUMBER:	HR-0067	ISSUE DATE:	April 19, 2013
TITLE:	Manager 1, Human Resources	CLOSING DATE:	April 23, 2013
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	V30: \$70,641.60 - \$100,810.32
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:

A position in this category typically functions as a manager of an organizational unit; approves, evaluates, and compiles personnel action material; interprets applicable laws, policies, rules, and regulations; plans and designs organizational structures; provides technical advice to peers, management, and others; confers with administrators at policy- making levels; mediates problems that cannot be solved through other channels.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

NOTE: The following experience, as a primary function, DOES NOT INCLUDE routine processing of personnel transactions, completion and checking of forms, filing or data entry.

Level 1

Six (6) years professional experience in a personnel or human resource management program. Three (3) years of the required experience shall have been in a supervisory capacity.

NOTE: A Master's degree in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling may be substituted for one (1) year of nonsupervisory experience.

Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0067
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.